



Development Services
Building Division
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TENANT IMPROVEMENT CHECKLIST

Date: _____ Plan Check #: _____ Bin: _____

Job Address: _____

Applicant: _____ Phone: _____

		YES	NO	N/A	COMMENTS
1	6 Sets of legible plans Minimum size required 24X36" 2 of these sets stamped & signed				
2	2 Copies of Title 24 energy calculations				
3	2 Copies of Title 24 accessibility				
4	2 Copies of Engineering calculations (Not required if conventional construction)				
5	Plot plan				
6	Floor plan (Show dimensions)				
7	Framing plan				
8	Structural plan				
9	Electrical plan				
10	Mechanical plan				
11	Plumbing plan				
12	Building Address on Title Block (Include Suite Numbers)				
13	Fire Sprinklers Required				
14	Hazardous materials disclosure form				